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# TOWN ADMINISTRATOR'S REPORT

## March 2, 2021



### ADMINISTRATION:

- Town Administrator (TA) Greg Johnson, Human Resources (HR) Coordinator Stephanie Duggan, Public Health Agent Kelly Pawluczzonek, and Public Health Nurse Katherine Castle continue to be in nearly constant communication regarding the conditions and communications surrounding the current public health crisis.

[Please visit the town's webpage devoted to COVID-19 information](#)

Town and School Department staff are collaborating on the feasibility of planning for a vaccination clinic in town, and are exploring options to partner with surrounding communities.

Residents are encouraged to visit the state's website listing vaccination sites. This is where people can find clinics for Phase 1 and Phase 2- priority 1 which is 75 plus.

<https://www.maimmunizations.org/>

- New Town Accountant Lauri Plourde is expected to start on March 15, 2021. A temporary assistant will be contracted to support her office as Assistant Town Accountant Kevin Peterson departs for Family Medical Leave (FMLA) early in March.
- TA Greg Johnson is proud to announce the change in title from HR Coordinator to Human Resources Manager for the position held by long-time town employee Stephanie Duggan. This new title more accurately reflects Ms. Duggan's wide-range of responsibilities and duties, and therefore aligns with titles of similar positions in other municipalities.
- TA Greg Johnson is scheduled to take personal time off on Monday, March, 8, 2021.
- TA Office is working with Adam Steiner, Maynard Public Schools' Director of Technology, to implement a second round of cyber-security awareness training for school and town departments staff.
- [Massachusetts Executive Office of Housing and Economic Development \(EOHED\) Secretary Mike Kennealy](#) toured the Powder Mill Corridor in cooperation with town staff from the Office of Municipal Services (OMS), TA Office, state delegation, Acton town representatives, local stakeholders, and Metropolitan Area Planning Council (MAPC) staff.



- TA Greg Johnson is continuing to monitor the expense and revenue balance of the current and projected budgets in order to recommend any adjustments to the Fiscal Year 2022 budget of the Select Board. For more information as to the perspectives of the FY22 budget, please [visit the Select Board's webpage](#) and scroll down to budgets.
- A kick-off meeting of the newly established Master Plan Implementation Committee (MPIC) was held on February 25, 2021. As information is generated from this body, it is expected to be shared on [the MPIC webpage](#).
- TA Greg Johnson and the Owners Project Manager (OPM) accepted and recorded the sub-bids submitted for the construction of the new fire station. Accepted sub-bids will be selected by the to-be-determined general contractor.

## **MUNICIPAL SERVICES:**

### **Conservation:**

- The Conservation Commission (ConsCom) received a Notice of Intent Wetland Permit Application for tree removal at 10 Mill Street. Proposed work includes removal of multiple trees in wetland area, floodplain, river bank, and riverfront area.

### **Planning/Zoning/Economic Development:**

- Market Basket, Capital Group, the Planning Board and abutting residents have reached an agreement on noise mitigation strategy for trash compactors that were placed in the rear of Market Basket (the compactors were not part of the improved site plan). This is germane because it prevented potential mitigation pre-opening. Hours of delivery for Market Basket were also discussed:
  - A major site plan amendment [public hearing] will be required to allow the Planning Board to examine data and address other factors relating to site plan approval for placement of the compactors. The Board will determine if additional mitigation for compactor sound is required and consider what sound levels and abutters.
  - A major Special Permit modification to the Maynard Crossing Operations Manual [public hearing] will be required to adjust delivery hours for Market Basket and potentially make other adjustments for other activities in the project. The manual's grocery store delivery hours for a different grocer and do not match Market Baskets typical schedule.
  - The Planning Board granted the Capital Group a minor modification to the Maynard Crossing Operations Manual that will allow deliveries to Market Basket Monday to Saturday from 7:00AM to 5:00PM and Sundays from 9:00AM-1:00PM [limited to a maximum of five deliveries].
- The Planning Board's Maynard Crossing Public Workshop [to discuss proposed changes to the concept plan etc.] has been rescheduled at a date yet to be determined.

- 115 Main Street Litigation – Town Counsel Adam Costa has provided the applicant's attorney with Town comments to the revised project plans. The applicant is working offline with Public Works to resolve several remaining questions with public realm improvements.
- The Powder Mill Corridor Initiative is having its second workshop on April 8th at 6:30 PM. In addition to town of Maynard, Acton and MAPC staff, members of both Town's economic development committees will also be participating.
- Maynard has been awarded a Local Rapid Recovery Planning program grant from DHCD. The grant, which is expected to start in late February, will provide a consultant to develop a downtown economic recovery plan. It is expected to be a five-month process.

## **PUBLIC WORKS:**

- The Department of Public Works (DPW) is holding a Household Hazardous Waste Day at the Recycling Center located at 38 Winter Street on Saturday, March 27, 2021 from 8am to noon. The fee will be \$50 per carload. For more information please visit the Maynard Department of Public works website, or call (978) 897-1317.
- The Department is working with Eversource and its vendor to develop plans to expand electrical vehicle charging stations around town, including at the Library, Town Hall, and the Golf Course. The program would entail warranties for the charging stations and a cloud-based monitoring system that could allow for the implementation of minimal usage fees. It should be noted that these installations are not a guarantee at this point. The proposal needs to be submitted to the utility and reviewed by DOER for final acceptance. The DPW/TA office will follow up with more information upon award.

## **LIBRARY:**

- The library continues to regularly host Outdoor Brower Markets in the parking lot, contingent on weather. Here's the view of the scene from February 24, 2021:

